

# PARADISE VALLEY GOLF CLUB

## GOLF TOURNAMENT INFORMATION PACKET



**2023**

1055 LOCHMOOR DRIVE  
HIGH RIDGE, MO 63049

TOURNAMENT DIRECTOR:  
MCKENZIE MILLER  
(636) 225-5157

[MCKENZIEMILLER@PARADISEVALLEYGOLFSTL.COM](mailto:MCKENZIEMILLER@PARADISEVALLEYGOLFSTL.COM)

# General Information

All A.M shotgun starts will begin no later than 8:00 a.m, and all p.m. shotgun starts will begin no earlier than 1:00 p.m. unless prior approval is given by the Tournament Director.

A.M. Shotgun start events are available to groups with 60-144 players when playing in groups of four. However, only groups of 120 or more players will close the course to other play for that portion of the day. Smaller groups (60-119), will use a reverse shotgun start with regular play following the last group off of #1 tee.

P.M Shotgun start events must guarantee a minimum of 60 players and not exceed 144 players when playing in groups of four. However, only groups of 120 or more players will close the course to play for that portion of the day. Otherwise, other play will be in front of the first tournament group.

The tournament fee that is associated with the cost includes: guest fees, cart fees, practice putting green, sponsorship sign placement and removal, all tournament services, preparation of scorecards, cart assignment tags, and event scoring.

## ***Golf Carts:***

For all shotgun events, one cart per two paying golfers, up to 72 carts, are available. All groups requiring more than the available number of carts will pay \$35.00 per cart that Paradise Valley would need to lease for the day. All golf cart operators must be at least 18 years of age and possess a valid driver's license.

## ***Cancellations:***

Written Cancellations received by the Tournament Director prior to 30 days from the scheduled date of a Shotgun Start event will result in 100% refund of deposit. Cancellations made inside 30 days of the scheduled event will forfeit 50% of the deposit.

# General Information

## ***Rain Dates:***

Paradise Valley Golf Club does not make pre-booked rain dates. Should the golf course be closed for any reason, rescheduling of your event will be addressed at that time. Should the golf course be closed, and remain closed, after the event has begun, the following will apply:

1-6 Holes Completed: 35% of Green Fee Due  
6-12 Holes Completed: 75% of Greens Fee Due  
12-18 Holes Complete: 100% of Greens Fee Due

## ***Deadlines:***

The following time frames apply for any changes in the number of players. Changes in the minimum indicated on your contract will require re-approval.

Single Shotgun Events - Fourteen (14) days notice  
Tee-Time Events - Eight (8) days notice

## ***Golf Shoes:***

Paradise Valley Golf Club is a Soft Spike or Spikeless Facility. Please notify your guests, therefore they can make arrangements, if necessary.

## ***Additional Tournament Responsibilities:***

All tournaments assume responsibility and liability for their players and volunteers and/or any damage done to the golf course or golf carts in connection with their event.

## ***Payment:***

All tournaments will be required to pay in full on the day of their event. Prior arrangements can be made with the Tournament Director, if needed. Payment can be made by check, cash, or credit card (3% service charge applied).

## ***Collection of Fees:***

The tournament's authorized representative must collect all fees from participants.

# Availability

Tournaments are scheduled on a first come, first served basis. Tournaments with previous history will have the first choice, and new tournaments will follow.

Tournaments are allowed 7 days a week with the exception of Holiday Weekends (Easter, Memorial Day, Fourth of July, and Labor Day).

Once a date has been chosen, a major credit card (Mastercard, Visa, or American Express) is required to hold your date. A deposit will not be ran, but in the case of a cancellation (within 30 days) and/or unpaid damage that incurred during the event, the card will be charged for the amount.

## Food and Beverage

### Donated Meals

Organizations that are a 501(c)3 are eligible to have either lunch or dinner donated by a licensed and insured caterer. Catered lunch may only be served through a box lunch, and must remain in ServeSafe guidelines until it is served. Catered Dinner is allowed and must also remain in ServeSafe guidelines until it is served. The caterer is in charge of set up, clean up, chafing dishes, sternos, flatware, and all that is included in catering. Please note: we are unable to provide refrigeration or prep space for the catering company.

A charge of \$4.00 per person will be assessed for donated meals that are served in our banquet rooms.

Paradise Valley Golf Club works individually with local companies that can provide a variety of menus for your tournament! Please inquire with the Tournament Director for the latest menu choices!

# Donated Beverages

*(This option is only available to tax exempt, charitable organizations with 100 or more players)*

\*Donated Product must be donated and delivered by the distributor or one of its approved distributors.\*

Donated Products are only accepted from Distributors, and MUST be delivered to Paradise Valley Golf Club from the Distributor. Donated Beverages that are brought the day of the tournament will be returned to the distributor.

A corkage/icing and handling fee of \$0.50 per can/unit, including delivery to (6) on course stations ( 1 , 4 , 8 , 10 , 13 , 16) and restocking, will be charged on all product delivered. Any leftover product will be credited back to the event, but MUST be retained by the club, per donation rules.

\*\*This product is for on-course use ONLY and may not be served after the round. Glass bottle donations are NOT PERMITTED at any time! Donated Beverages are defined as Beer, Hard Seltzers, Soda, Water, and Gatorade. \*\*

# On Course Beverages

Tournaments that are not tax-exempt or are tax exempt with less than 100 players, are required to purchase beverages through Paradise Valley Golf Club. Beverages will be placed in coolers, iced, and placed on beverages carts and around the golf course.

The following brands are available:

High Noon, White Claw and NUTRL Assorted Flavors- \$42.00

Bud, Bud Light, Bud Select, Busch, Busch Lite, Miller Lite, Coors Lite, Michelob Ultra - \$40.00 per case

Water- \$22.00 per case

Gatorade- \$29.00 per case

Soda (Pepsi Products) - \$22.00 per case

Beer Carts can be rented for \$64.00 per cart

# Greens and Cart Fees

Weekday (Monday-Friday) - \$30.00 per player

Weekend (Saturday-Sunday) - \$42.00 per player

## Details

Final Number of Players is due to the Tournament Director no later than 14 days prior to the tournament. Final Numbers cannot be decreased, but they can be increased. The tournament will be billed for no less than the final number.

Final pairing lists are due to the Tournament Director within 72 hours of the Tournament date. Please include the first and last names, in separate cells, in Excel format.

Non tax-exempt tournaments will be charged 8.776% sales tax.



Paradise Valley  
ST LOUIS